

**FORECLOSURE BY SALE  
COMMITTEE REPORT**

JD-CV-75 Rev.. 3-03

**STATE OF CONNECTICUT  
SUPERIOR COURT**

[www.jud.state.ct.us](http://www.jud.state.ct.us)

*INSTRUCTIONS TO COMMITTEE: Complete and submit to court at completion of sale.*

NAME OF CASE <i>(First-named Plaintiff vs. First-named Defendant)</i>	DOCKET NO.
JUDICIAL DISTRICT OF	DATE

Your Committee received notice from the Court and opened a file on \_\_\_\_\_.

The bar date was \_\_\_\_\_ (date before which no fees or expenses are to be incurred).

Your Committee then:

- (1) Prepared and filed an appearance on \_\_\_\_\_.
- (2) Examined the Court file on \_\_\_\_\_.
- (3) Contacted Plaintiff's attorney requesting a copy of the Complaint, title search and appraisal on \_\_\_\_\_.
- (4) Drafted language for the sign and ordered the sign on \_\_\_\_\_.
- (5) The sign was erected on \_\_\_\_\_ Re-erected on \_\_\_\_\_.
- (6) Examined the premises on \_\_\_\_\_ and determined sign was ☐ in place ☐ not in place
- (7) Prepared the foreclosure sale notice for the *(name of publication)* \_\_\_\_\_  
on \_\_\_\_\_.
- (8) Mailed or faxed the notice to the *(name of parties)* \_\_\_\_\_  
on \_\_\_\_\_.
- (9) Called to confirm the receipt of Notice with the *(name of publication)* \_\_\_\_\_  
on \_\_\_\_\_.
- (10) Wrote a letter with instructions to the appraiser on \_\_\_\_\_.
- (11) Ordered liability insurance on \_\_\_\_\_.
- (12) Prepared a fact sheet on \_\_\_\_\_.
- (13) The appraiser's report was received on \_\_\_\_\_.
- (14) Fair market value was determined to be \$ \_\_\_\_\_ which was ☐ above ☐ below ☐ same as  
value found at judgment.
- (15) Prepared the following for the date of the sale: (Check as appropriate)
  - ☐ Fact Sheet - Notice to Bidders
  - ☐ Bid sign-up sheet
  - ☐ Bidding numbers
  - ☐ Bidding List
  - ☐ Bond for Deed
- (16) Received \_\_\_\_\_ phone calls from interested parties to date of sale.
- (17) The legal notice was published on \_\_\_\_\_ and on \_\_\_\_\_.

(18) On the date of sale:

A. Arrived at property at \_\_\_\_\_ a.m.

B. Weather conditions: ☐ Good ☐ Raining ☐ Snowing

Describe:

C. Access to premises: ☐ Yes ☐ No

Describe:

D. Condition of the Premises:

Exterior: ☐ Poor ☐ Fair ☐ Good

Interior: ☐ Poor ☐ Fair ☐ Good ☐ Unknown

E. Were the premises occupied? ☐ Yes ☐ No

Number of units \_\_\_\_\_ out of \_\_\_\_\_

F. Was a locksmith hired? ☐ Yes ☐ No

If yes, explain why:

G. Was a police officer hired? ☐ Yes ☐ No

If yes, explain why:

H. Number of people who inspected the property: \_\_\_\_\_

Number of people who signed to bid: \_\_\_\_\_

Opening bid: \$ \_\_\_\_\_

Closing bid: \$ \_\_\_\_\_

Number of bids: \_\_\_\_\_

I. Extraordinary circumstances:

Describe:

Post Auction:

Delivered check to court on \_\_\_\_\_

Prepared Motions for Approval of Committee Sale,  
Approval of Committee Deed, Acceptance of  
Committee Report, Allowance of Fees and Expenses,  
Allowance of Appraiser's Fees and filed these on \_\_\_\_\_

Prepared and filed Affidavit for Committee Fees on \_\_\_\_\_

Exhibits:

A. Picture of Sign

B. Copy of Newspaper Advertisement

C. Fact Sheet - Notice to Bidders

D. List of Bidders

E. Bid Sheet

F. Bond for Deed

G. List of Phone Calls

Bills for:

H. Sign

I. Advertisement

J. Insurance

K. Locksmith

L. Police Officer

Expenses

Sign \_\_\_\_\_

Liability Insurance \_\_\_\_\_

Advertisement \_\_\_\_\_

Locksmith *(if applicable)* \_\_\_\_\_

Police Officer *(if applicable)* \_\_\_\_\_

TOTAL \_\_\_\_\_

Appraiser's Fee \_\_\_\_\_

\_\_\_\_\_  
Committee